



DONALD L. WOLFE, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
[www.ladpw.org](http://www.ladpw.org)

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

April 13, 2006

IN REPLY PLEASE  
REFER TO FILE: **LD-2**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AS-NEEDED FINAL MAP CHECKING SERVICES  
AUTHORIZE SUPPLEMENTAL CONSULTANT SERVICES AGREEMENT FOR  
CONTRACT NOS. PW 12789, PW 12790, AND PW 12791  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Public Works, or his designee, to execute Supplemental Consultant Services Agreements for Contract No. PW 12789 with B & E Engineers; Contract No. PW 12790 with Hall & Forman, Inc.; and Contract No. PW 12791 with Sikand Engineering Associates to increase the total not-to-exceed fee of each contract by \$125,000.
2. Instruct the Director of Public Works, or his designee, to notify B & E Engineers, located at 24 West Saint Joseph Street, Arcadia, California 91007-2854; Hall & Forman, Inc., located at 20950 Warner Center Lane, Suite A, Woodland Hills, California 91387-6537; and Sikand Engineering Associates, located at 15230 Burbank Boulevard, Suite 100, Van Nuys, California 91411, of the Board action taken.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

We are recommending that the Board authorize the Director of Public Works to execute Supplemental Consultant Services Agreements for continued services with B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates through August 2, 2007, the end of the three-year contract term, for as-needed final map checking services. The supplemental Agreements will ensure that the appropriate levels of customer service are maintained for final map checking services. All other terms and conditions of the original Agreements will remain in effect.

On August 2, 2004, the Director of Public Works, under delegated authority, approved consultant services Agreements with three consulting firms for as-needed final map checking services. The August 2, 2004, action included approval of the consultant services Agreements with B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates for a total not-to-exceed fee of \$225,000 (\$75,000 per contract). The recommended supplemental Agreements will increase the previously approved consultant services Agreements total not-to-exceed fee from \$225,000 to \$600,000 for the three-year term (\$200,000 per contract).

The approved consultant services Agreements will allow Public Works' Land Development Division the ability to augment staff levels on an as-needed basis. This flexibility is needed to meet the intermittent need for additional final map checking services.

### **Implementation of Strategic Plan Goals**

This action meets the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness by providing the public with timely final map checking services that help maintain construction scheduling and stimulate the local economy.

### **FISCAL IMPACT/FINANCING**

The recommended supplemental Agreements with B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates will increase the total not-to-exceed fee by \$375,000 to \$600,000. This is the maximum projected cost through the end of the Agreements ending on August 2, 2007. There will be no impact in net County cost.

Financing of the supplemental Agreements for the remainder of the second year of the Agreements is available from the Fiscal Year 2005-06 County Engineer General Fund budget. Financing for the subsequent year renewal will be made available in the corresponding fiscal year's budgets. All costs will be reimbursed by funding from fees for services.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard supplemental Agreement, previously approved as to form by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates are willing to consider Greater Avenues for Independence participants for future employment.

As required by your Board, language has been incorporated into the original Agreement stating that the consultants shall notify its employees and shall require each subconsultant to notify its employees about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates are in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

### **ENVIRONMENTAL DOCUMENTATION**

Awarding these supplemental Agreements are categorically exempt from the requirements of the California Environmental Quality Act pursuant to Sections 15309 (Class 9) and 15321 (Class 21) of the California Environmental Quality Act guidelines.

### **CONTRACTING PROCESS**

On April 14, 2004, Requests for Proposals were issued to nine firms for as-needed final map checking services. Seven firms responded to the Request for Proposals. The Evaluation Committee, consisting of Public Works' technical staff, evaluated the proposals and selected B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates as the best qualified firms to provide as-needed final map checking services. The firms were selected without regard to race, creed, color, or gender.

On June 24, 2004, Consultant Services Agreements were awarded to B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates for a not-to-exceed fee of \$75,000 each by the Director of Public Works pursuant to Section 2.18.030 of the (Los Angeles) County Code.

Participation by Community Business Enterprises in the contract is encouraged through Public Works' Community Business Enterprises Outreach Program and the requirement that contractors demonstrate their good faith efforts to utilize Community Business Enterprises.

As requested by your Board on February 3, 1998, this contract opportunity was listed on the Office of Small Business website.

On August 2, 2004, the Director of Public Works, under delegated authority, authorized Contract No. PW 12789 with B & E Engineers; Contract No. PW 12790 with Hall & Forman, Inc.; and Contract No. PW 12791 with Sikand Engineering Associates to provide as-needed final map checking services for a term of one-year with two 1-year renewal options for a total not-to-exceed fee of \$75,000 per contract. The currently recommended supplemental Agreements will provide for a total not-to-exceed supplemental fee of \$125,000 per contract to allow B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates to continue services through the end of the contract. Fees for current services have been reviewed by Public Works and remain reasonable for the services provided.

B & E Engineers; Hall & Forman, Inc.; and Sikand Engineering Associates' Community Business Enterprises participation data and three-year contracting history with the County are on file with Public Works.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services during the performance of the recommended consultant services.

The Honorable Board of Supervisors  
April 13, 2006  
Page 5

**CONCLUSION**

Please return one copy of the adopted letter to Public Works.

Respectfully submitted,

DONALD L. WOLFE  
Director of Public Works

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cc: Chief Administrative Office  
County Counsel  
Department of Social Services (GAIN/GROW Program)